

COMMONWEALTH OF VIRGINIA

EMPLOYEE GRIEVANCE PROCEDURE

APPOINTMENT OF HEARING OFFICER

FORM B

Qualifying grievances that are not resolved through the resolution steps may be advanced to a hearing which shall be the final step in the grievance procedure. The Director of the Department of Employment Dispute Resolution (EDR) shall assign a hearing officer to conduct the grievance hearing. All hearing officers shall be selected from EDR's Division of Hearings or on a rotating basis from the list of hearing officers maintained by the Supreme Court of Virginia.

TO: Director, Department of Employment Dispute Resolution
Main Street Centre
600 East Main Street, Suite 301
Richmond, Virginia 23219

Section A: Agency Request

Agency/Address:	_____		
Issue/Date:	_____ / _____		
Agency Contact Person:	_____		
Contact Numbers:	Phone: _____	Fax: _____	
Agency's Representative at Hearing:	_____	Telephone Number: _____	
Requested by (signature):	_____	Date: _____	

Section B: Grievant Information

Name and Mailing Address:	_____		
Work Facility /Location:	_____ / _____		
Telephone Numbers:	Home: _____	Work: _____	
Status of Other Pending Grievance(s) By Employee:	_____		
Other Employee Grievance(s) Arising From Same Incident:	_____		

Section C: Response from Director of EDR

<i>The following hearing officer is assigned in compliance with §2.2-3005 (B) of the Code of Virginia to conduct the grievance hearing.</i>	
Name:	_____
Address:	_____
City/State/Zip:	_____
Phone:	_____
Date of Appointment:	_____



